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22 January 1960

MEMORANDUM FOR: All CTR Instructors

SUBJECT : Bibliography of Instructional Materials

1. The OTR Education Committee is developing a handbook for OTR instructors. The general objective of this handbook is to compile information concerning OTR objectives, policies, organization, functions, and services and other useful information and guidance which will enable and assist the instructor in carrying out his duties. While it will be especially valuable to instructors newly assigned to OTR, it should be helpful as well to experienced OTR instructors and training officers.

2. As a part of this handbook, the Committee has recommended the inclusion of a bibliography of publications concerning such subjects as instructional techniques, the organization and planning of training programs and courses, visual and audio aids, etc., as well as specific training subjects, such as intelligence collection, management, etc. In order to assist the Committee in compiling this bibliography, would you please list on the attached sheet those publications which you have found uniquely useful to you in preparing for and carrying out your instructional duties. Please include a sentence or two describing the educational areas wherein each publication proved helpful to you, and if appropriate, cite the course(s) in which this material or reference was used.

25X1A9a 3. Please return this completed form within a week and forward it to Mr. [REDACTED] Room 17, Building [REDACTED] may be reached on x3531 if you have any question concerning this request. 25X1A6a 25X1A9a

25X1A9a

Chief, Plans and Policy Staff

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BIBLIOGRAPHY

<u>Author</u>	<u>Title of Book</u>	<u>Publisher, if known</u>	<u>Brief Statement of Subjects Covered, or Value to You as an Instructor</u>	<u>Name of Course in which You Used this Book</u>
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